

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0115

ISSUE DATE: October 16, 2017

TITLE: Executive Assistant 3

CLOSING DATE: October 30, 2017

DIVISION/UNIT: Division of Housing & Community Resources

LOCATION: DCA Building, 101 S Broad Street, Trenton

SALARY RANGE: Y26: \$58,750.83 – \$83,580.93

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Reporting to the Director, Division of Housing and Community Resources, is responsible for assisting with the execution of Division functions, including fiscal planning and the oversight and coordination in areas such as the following: procurement of goods and services including temporary staffing; fleet management including tracking and reports; records management and retention. Coordination of staff training; personnel actions, serving as liaison to the Office of Human Resources and others to fulfill organizational needs; review of various administrative policies and procedure.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

* Experience in one or more of the following areas is preferred: personnel, operational and training needs; review of administrative policy and procedure.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0115
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer